

## REFERENCE GUIDE

### SUBMITTING AND EVALUATING PRE-PROPOSALS

*Version 2: March 2013*

## **What Is a Pre-proposal?**

Once the program identifies high-priority needs that require solutions, the next step is to collect pre-proposals that describe how a proposed technology solves the need it targets. Pre-proposals are brief descriptions of the proposed technology, typically three to four pages in length.

The LMR program concentrates on technologies that are sufficiently mature for demonstration and validation and support the overall environmental readiness of the Fleet and Navy acquisition communities. Some things to consider when submitting your pre-proposal ([details](#)) are:

- Focus on and describe how it will address the need being targeted
- Clearly explain the project objectives
- Quantify and qualify the technical criteria for a successful project
- Identify the environmental constraint(s) to be resolved
- Include the basic strategy for successfully integrating the solution into the Navy


## **When Can I Submit My Pre-proposal?**

The LMR program accepts pre-proposals only during the scheduled submission period. Dates for the submission period, as well as the overall program schedule, can be accessed [here](#).

## **How Do I Submit My Pre-proposal?**

All pre-proposal submissions are collected on the LMR website. A Microsoft Word [template](#) is available to facilitate offline preparation of pre-proposals prior to website submission. When using the template, consider that special characters and formatting in Word, such as tables and bullets, will be lost when cut, pasted, and submitted to the website.

Once you are ready to submit a pre-proposal, access <http://www.lmr.navy.mil/Preproposals.aspx>. Indicate if the submitting organization is Private/Academia or Federal Government at the bottom of the web page. Click the link on the website to access the submission form.




Naval Facilities Engineering Command

## Living Marine Resources (LMR) Program

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### Pre-proposals Submission Period

The LMR program is currently accepting pre-proposal submissions for valid needs 04 March through 19 April 2013. Private (non-government) pre-proposals are being collected under a Broad Agency Announcement (BAA), solicitation N39430-13-R-1235 posted on [NECO](#) and [FEDBIZOPS](#).

### About Pre-Proposals:

Once the program identifies high priority needs that require solutions, the next step is to collect pre-proposals which describe how a proposed technology solves the need it targets. Pre-proposals are brief descriptions of the proposed technology, typically three to four pages in length.

The LMR program concentrates on technologies that are sufficiently mature for demonstration and validation and support the overall environmental readiness of the Fleet and Navy acquisition communities. Some things to consider when submitting your pre-proposal ([details](#)):

- Focus on and describe how it will address the need being targeted
- Clearly explain the project objectives
- Quantify and qualify the technical criteria for a successful project
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To learn more, read our reference guide entitled [Submitting and Evaluating Pre-proposals](#).

### How To Submit a Pre-Proposal

All pre-proposals must be submitted through the LMR website. A Microsoft Word [template](#) is available to facilitate offline preparation of pre-proposals prior to website submission. When using the template, please consider that special characters and formatting in Word, such as tables and bullets, will be lost when cut, pasted, and submitted to the website.

**Submission Period:** 04 March through 19 April 2013.

Once pre-proposals have been collected, they are evaluated using [established criteria](#). Shortly after the evaluation period is complete, the results will be provided to each author via email. The final evaluation results determine which pre-proposal authors will be invited to submit full proposals.

### To submit a pre-proposal:

1. Indicate if the submitting organization is federal government or private:
2. Go to the [pre-proposal submission form](#)

Indicate if the submitting organization is Federal Government or Private/Academia. Click the link to obtain the applicable submission form.

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THE FOLLOWING PRE-PROPOSAL SUBMISSION FORM WILL APPEAR →

## LMR PRE-PROPOSAL SUBMISSION FORM

**Pre-proposal Submission Form**

**Federal Government Submission** Private/Academia submission form is similar, except it will reference the Broad Agency Announcement (BAA) under which the pre-proposal is collected.

**Submitter/organization Information (all fields required)**

Name:  Phone:  -  -  Ext

Organization Type:  E-mail:

Organization Name:

**Pre-proposal Details (all fields required)**

Select The Need Being Addressed: [View Selected Need](#)

N-0029-13; Capability Development For Hearing Measurements  
N-0020-13; Demonstration And Evaluation Of Platform-Independent Improvements To Automated Signal Processing Of Passive Acoustic Monitoring (Pam) Data  
N-0012-13; Hearing And Auditory System Information For Hearing-Based Risk Criteria  
N-0011-13; Behavioral Responses Of Marine Mammals To Navy Sound Sources

Title (150 Characters Max):

Total Cost Estimates For The Proposal By Fiscal Year:

Technical Approach: [What's This?](#)

Offeror's Related Experience and Past Performance: [What's This?](#)

Provide your contact information and the specific need your proposal seeks to solve. Note that you can view the details of each need from the [View Selected Need](#) link.

Fill in all the required technical details of the proposal. Links to [What's this?](#) define and provide guidance for each section in the form.

Once submitted, you will receive an e-mail confirmation providing a copy of your proposal along with points of contact to address any questions or comments.

## **What Happens After I Submit My Pre-proposal?**

Once your pre-proposal is submitted, the following actions occur:

1. The program manager assigns members of the Technical Review Committee (TRC) to evaluate your pre-proposal. TRC members consist of scientists/experts from both Navy and non-Navy communities. They are assigned to each pre-proposal based on their subject matter expertise.
2. Members from the LMR Advisory Committee (LMRAC) along with assigned TRC members submit their evaluations to the Web site. The evaluation criteria used is standardized and can be found at <http://www.lmr.navy.mil/PreProposalEvaluationCriteria.htm>.
3. The LMR program manager schedules a final evaluation meeting with all LMRAC members. This meeting leverages all LMRAC/TRC evaluations previously submitted on your pre-proposal to arrive at a final evaluation.
4. Shortly after final evaluations are completed, you will be notified of the results via e-mail.

Authors of valid and high priority pre-proposals are then invited to submit full proposals which provide more detailed information on the proposed technology such as funding requirements and milestones.